

CONNECTICUT DEPARTMENT OF CORRECTION JOB OPPORTUNITY

Office Assistant

Please follow the specific application filing instructions at the bottom of this page!

Open To: The Public
Location: Board of Pardons and Paroles, Waterbury, CT (Two Positions)
Hours: 40 Hours per week with benefits, 1st Shift, Monday - Friday
Salary: \$37,429 - \$49,108 (Annually)
Closing Date: July 17, 2012

Minimum Qualifications: Knowledge of office systems and procedures including proper telephone usage and filling; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

General Experience: Two (2) years' general clerical work experience.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Preferred Experience: Candidates with working experience in using Microsoft Excel, Word and Access, document scanning, strong organizational and customer service experience are encouraged to apply.

Eligibility Requirement: Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions: Qualified candidates who meet the above requirements should submit a cover letter, a resume, your last two (2) Performance Evaluations, and an application for Employment (Form CT-HR-12) which is available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. Candidates must submit a complete application along with other requested documents as indicated above to be considered for these positions.

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The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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